

Section:	Governance	Chairperson's Signature:	Original Signed by Chair, Julia Harris
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 18, 2025

## DELEGATION OF AUTHORITY TO THE CEO/CHIEF LIBRARIAN

### BACKGROUND

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 15(2), the Library Board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Oxford County Library and its staff.

Thus, the Library Board's official connection to the library staff, its achievement and conduct will be through the CEO/Chief Librarian. Therefore, the authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the CEO/Chief Librarian.

### PURPOSE

This policy establishes how the Library Board will delegate authority to the CEO/Chief Librarian.

### PROCEDURES

#### 1.0 Board Direction

- 1.1 The CEO/Chief Librarian is the Library Board's only link to the operations of the Library. As such, the Library Board directs the CEO/Chief Librarian through:
  - 1.1.1 Decisions made at duly constituted board meetings;
  - 1.1.2 Approved written policies;
  - 1.1.3 Approved budgets and plans;
  - 1.1.4 Approved CEO/Chief Librarian Position Description.
- 1.2 The Library Board shall give direction to the CEO/Chief Librarian through decisions made by the Board acting as a body. Only decisions made in this manner are binding on the CEO/Chief Librarian.
- 1.3 Decisions or instructions of individual board members, officers or committees are binding on the CEO/Chief Librarian only if the Library Board as a whole has specifically authorized such exercise of authority.

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 18, 2025

## 2.0 **CEO Responsibilities**

- 2.1 In addition to the general supervision over, and direction of, the operations of the Oxford County Library and its staff, as outlined in the current CEO/Chief Librarian position description, the Library Board delegates to the CEO/Chief Librarian the responsibilities to:
- 2.1.1 attend meetings of the Library Board, and serve as acting chair at inaugural meetings of the Library Board until a chair is elected;
  - 2.1.2 serve as Secretary to the Library Board;
  - 2.1.3 conduct the Board's official correspondence;
  - 2.1.4 be the signing officer for contracts with vendors and granting agencies; and,
  - 2.1.5 have the other titles, offices, powers and duties that the Library Board assigns to the CEO/Chief Librarian from time to time.
- 2.2 The Library Board grants the CEO/Chief Librarian the authority to further delegate and to authorize further delegations of any powers, duties, or functions delegated to the CEO/Chief Librarian by the Library Board under this or any other policy to any member of the Oxford County Library staff or to the staff of the County of Oxford.
- 2.3 The CEO/Chief Librarian will ensure that the Library Board remains informed on library matters and will provide assurance that the Library's activities are compliant with legal and/or fiscal obligations.

## 3.0 **Board Support for the CEO/Chief Librarian**

- 3.1 A Library Board-CEO/Chief Librarian partnership, rooted in mutual trust and respect, is crucial to the proper governance and overall well-being of the Library. In the same way the Library Board relies on the CEO/Chief Librarian for the information, professional expertise, and administrative support it needs to be successful, the success of the CEO/Chief Librarian depends on support from the Library Board. This support includes:
- 3.1.1 an understanding of, and appreciate for, the breadth, depth and complexity of the CEO/Chief Librarian's responsibilities;

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 18, 2025

- 3.1.2 moral support during challenging times;
- 3.1.3 a willingness to be the public face of decisions that may be unpopular with some stakeholders;
- 3.1.4 a collaborative process for establishing mutually agreed-upon annual objectives based on the vision and strategic directions of the Library Board.
- 3.1.5 a performance appraisal process that provides constructive feedback and direction for improving performance;
- 3.1.6 a commitment to invest in ongoing training and development for the CEO/Chief Librarian.